



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Architectural Assistant [Classified Competitive]</b>			Salary <b>P20 \$54,390.80 - \$76,912.67</b>
Posting Number <b>282-22</b>	Position Number <b>651855</b>	Number of Positions <b>1</b>	Posting Period * From: <b>03/18/2022</b> To: <b>04/01/2022</b>
Location: <b>Division of Certificate of Need &amp; Licensing 120 So. Stockton St. P.O. Box 358 Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
Assists the Architect in reviewing architectural plans submitted by proposed or existing health care facilities for compliance with State physical plant licensing requirements and building codes and the Facility Guidelines Institute (FGI) physical plant requirements. Communicates with applicants verbally and in writing regarding identified compliance issues. Provides written recommendations to Program staff regarding approval or denial of architectural plans submitted. Prepares follow-up letters as required. Participates in the review/research for new licensing standards, and the revision of existing standards, related to physical plant requirements. May conduct on-site inspections of health care facilities for compliance with State and Federal physical plant requirements.			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college with a Bachelor's degree in Architecture.</p> <p><b>NOTE:</b> Possession of a valid license or certificate as a Registered Architect issued by the New Jersey State Board of registered Architects may be substituted for the Bachelor's degree in Architecture.</p> <p><b>EXPERIENCE:</b> One (1) year of architectural experience in the preparation of architectural plans, details, and specifications.</p> <p><b>LICENSE:</b> Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>Forward the required documents electronically to: <b><i>PSTHFEL@doh.nj.gov</i></b></li> <li>Mail the required documents to: <b>Christine Howley, Executive Assistant 3 Health Facilities Evaluation and Licensing Reference Posting #282-22 New Jersey Department of Health PO Box 367 Trenton, NJ 08625-0367</b></li> </ul> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>cover letter</li> <li>resume</li> <li>completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.*
  - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*